



2011 Columbus Ohio SBA
Small Business Week Award Guidelines Supplement
Help us recognize outstanding leaders in the small business community

This supplement is designed to serve as an addition to the SBA 2010 National Small Business Week Nomination Guidelines. For the complete SBA Nominations Guidelines and for additional information on these and other awards, including SBA Phoenix Awards for Disaster Recovery, SBA Federal Procurement Awards – Small Business Prime Contractor of the Year, Small Business Subcontractor of the Year, Dwight D. Eisenhower Award for Excellence, Gold Star, Frances Perkins Vanguard and others, please visit <http://www.sba.gov/nominationsguidelines/>. Self nominations are accepted. **Completed Packages must be received by NOVEMBER 12th, 2010 or at the Columbus District Office.**

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<p style="text-align: center;">2011 SMALL BUSINESS PERSON OF THE YEAR</p>

Criteria for this Award: *Any individual who owns and operates or who bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four. A nominee for Small Business Person of the Year must own or operate a business defined as “small” under the applicable SBA size standards. Nominees must also be residents of the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. While receipt of SBA assistance is not required, it is preferred. Consult your nearest SBA district office if you have questions.*

In evaluating the nomination packages, the judges will look at the following criteria;

1. **Staying power:** a substantiated history as an established business.
2. **Growth in number of employees:** a benchmark to judge the impact on the job market.
3. **Increase in sales and/or unit volume:** an indication of continued growth.
4. **Current and past financial reports (profit and loss statements and balance sheets for the last three complete years):** substantiation of the improved financial position of the business.
5. **Innovative product or service offered:** an illustration of nominee’s creativity/imagination.
6. **Response to adversity:** examples of problems faced in the nominee's business and the methods used to solve them.
7. **Contributions by nominee to aid community-oriented projects:** evidence of the use of his/her personal time and resources.

Nominations must be typewritten on one side of 8½” x 11” white stationery, collated and secured in a 1½” binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

To complete a nomination you will need:

1. A single cover page with —
 - the nominee’s full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator’s name, title, place of business, business address and telephone number and e-mail address if applicable;
 - type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.); and
 - a one-paragraph description of the nominee’s business for Small Business Person of the Year.
2. A completed background form (SBA Form 3300 Award Nomination Form) which will be made available through SBA field offices. For “team” nominations for Small Business Person of the Year, a background form is required for each team member.
3. An original 8” x 10” or 5” x 7” photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to Five additional photos of the nominee’s company and employees at work

5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2" x 11" paper - for the last three years.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A completed SBA Form 2137 Consent Form, attached and available at SBA field offices.

NOMINATIONS PACKAGES ARE DUE ON OR BEFORE FRIDAY
NOVEMBER 12, 2010

Complete packages must be received by SBA

Attention: Shannon Feucht
401 N. Front Street, Suite 200
Columbus, OH 43215
614-469-6860, ext. 244

<p style="text-align: center;">2011 FINANCIAL SERVICES CHAMPION OF THE YEAR AWARD</p>

Criteria for this Award:

Individuals who assist small businesses through advocacy efforts to increase the usefulness, availability of accounting or financial services, may be nominated.

1. Outside of regular business duties, the amount and quality of assistance given small business to obtain financing.
2. Advocacy of changes in the financial service industry to assist small business.
3. Encouragement of the flow of investment capital to small firms.
4. Active support for legislative or regulatory action designed to help small firms.
5. Other significant contributions through the financial services industry to advance small business interests.

All nominees for Small Business Week Awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business, profession or occupation.
2. Completed SBA Forms 3300 and 2137
3. An original photograph, 5x7 or 8x10.
4. Four to five additional photos of the nominee's company, employees at work
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award
6. A brief biography of nominee, not to exceed one page.
7. A business profile, not to exceed one page.
8. The nominee's business financial statement – including balance sheets, profit-and-loss statements and financial reports
9. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered.

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<p style="text-align: center;">2011 HOME-BASED BUSINESS CHAMPION OF THE YEAR</p>
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Criteria for this Award:

Individuals who have experienced the rewards and difficulties of home-based businesses and have dedicated volunteer efforts to improve the climate for these businesses may be nominated.

1. Volunteering time and energy to improve the conditions for home-based business.
2. Engaging in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for the home-based business.
3. Demonstrated interest in home-based business as an owner or former owner.
4. Measurable accomplishments in advancing home-based business, such as adoption of public policy or expansion of a program.

All nominees for Small Business Week Awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. The U. S. Small Business Administration's size standards apply in defining a business as small. Consult your nearest SBA district office if you have questions.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business.
2. Completed SBA Forms 3300 and 2137.
3. An original photograph, 5x7 or 8x10.
4. Four to five additional photos of the nominee's company, employees at work
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award
6. A brief biography of nominee, not to exceed one page.
7. A business profile, not to exceed one page.
8. The nominee's business financial statement – including balance sheets, profit-and-loss statements and financial reports
9. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered.

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<p style="text-align: center;">2011 MINORITY SMALL BUSINESS CHAMPION OF THE YEAR</p>
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Criteria for this Award:

Individuals who have fulfilled a commitment to support minority entrepreneurship may be nominated. Nominees may or may not be small business owners.

1. Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state or nation.
2. Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
3. Voluntary provision of professional services to the minority small business community in legal, legislative, managerial or financial capacity.
4. Demonstrated accomplishments in advising minority small business groups of opportunities within the overall small business community.
5. Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business.

Nominations must be typewritten on one side of 8 ½" x 11" white stationery, collated and secured in a 1 ½" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business, profession or occupation.
2. Completed SBA Forms 3300 and 2137.
3. An original photograph, 5x7 or 8x10.
4. Four to five additional photos of the nominee's company, employees at work
5. A nomination letter to include a concise statement of qualities and performance
6. A brief biography of nominee, not to exceed one page.
7. A business profile, not to exceed one page.
8. The nominee's business financial statement – including balance sheets, profit-and-loss statements and financial reports
9. Any other support documentation deemed significant by the nominator, not to exceed 9 pages. Videos will not be considered.

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<p style="text-align: center;">2011 VETERAN SMALL BUSINESS CHAMPION OF THE YEAR</p>

Criteria for this Award:

Individuals who have fulfilled a commitment to advancing small business opportunities for U. S. armed-forces veterans may be nominated. Nominees may or may not be veterans themselves.

1. Active support for legislative or regulatory action designed to help small business.
2. Evidence of increased business opportunities for veterans as a result of the nominee's actions.
3. Advisory activities to improve awareness among veterans' groups of small business opportunities.
4. Advocacy of special consideration for veteran owned small business in government small business policymaking.
5. Demonstrated accomplishment in obtaining support within the community for the establishment of veteran-owned small business.
6. Other accomplishments demonstrating the nominee's effective advocacy of veteran owned small business.

All nominees for Small Business Week Awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

Nominations must be typewritten on one side of 8½" x 11" white stationery, collated and secured in a 1 ½" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business, profession or occupation.
2. Completed SBA Forms 3300 and 2137.
3. An original photograph, 5x7 or 8x10.
4. Four to five additional photos of the nominee's company, employees at work
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages
6. A brief biography of the nominee, not to exceed one page
7. A business profile, not to exceed one page
8. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered.

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<p style="text-align: center;">2011 WOMEN IN BUSINESS CHAMPION OF THE YEAR</p>
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Criteria for this Award:

Individuals who have fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

1. Active support for legislative or regulatory action designed to help woman owned small business.
2. Efforts to increase business and financial opportunities for women.
3. Legal, financial or managerial assistance provided to enhance women's business ownership.
4. Voluntary efforts to strengthen the role of women business owners within the community.
5. Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
6. Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

All nominees for Small Business Week Awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business, profession or occupation.
2. Completed SBA Forms 3300 and 2137
3. An original photograph, 5x7 or 8x10.
4. Four to five additional photos of the nominee's company, employees at work
5. A nomination letter, to include a concise statement of the qualities and performance which merit the award for the nominee, not to exceed two pages.
6. A brief biography of nominee, not to exceed one page.
7. A business profile, not to exceed one page.
8. The nominee's business financial statement – including balance sheets, profit-and-loss statements and financial reports.
9. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered.

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<p style="text-align: center;">2011 SBA ENTREPRENEURIAL SUCCESS AWARD</p>

Criteria for this Award:

Individuals meeting the following two criteria may be nominated: They must own and operate businesses initially launched as small businesses; and they must have received SBA assistance to help the business grow.

To be nominated and receive this award, the nominee must be an individual who owns and operates or who bears principal responsibility for operating a business. Partners who jointly own and operate a business may be nominated as a “team” so long as the number of individuals in the team does not exceed four. A nominee for this award must have owned or operate a business that initially was defined as “small” under the applicable SBA size standards, developed into a large business and must have received SBA assistance. Nominees must also be residents of and employed in the United States or its territories.

In evaluating the nomination packages, the judges will look at the following criteria;

1. **Staying power:** a substantiated history as an established business.
2. **Growth in number of employees:** a benchmark to judge the impact on the job market.
3. **Increase in sales and/or unit volume:** an indication of continued growth.
4. **Current and past financial reports (profit and loss statements and balance sheets for the last three complete years):** substantiation of the improved financial position of the business.
5. **SBA Assistance – documentation of type(s) and amounts(s) of SBA assistance received by the business and year**
6. **Innovative product or service offered:** an illustration of nominee’s creativity/imagination.
7. **Response to adversity:** examples of problems faced in the nominee's business and the methods used to solve them.
8. **Contributions by nominee to aid community-oriented projects:** evidence of the use of his/her personal time and resources.

Nominations must be typewritten on one side of 8½” x 11” white stationery, collated and secured in a 1 ½” binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business, profession or occupation.
2. Completed SBA Forms 3300 or 912 for team nominations each team member is required to complete this form.
3. An original photograph, 5x7 or 8x10.
4. Four to five additional photos of the nominee’s company, employees at work

5. A nomination letter to include a concise statement of qualities and performance not to exceed four pages
6. A brief biography of nominee, not to exceed one page.
7. A business profile, not to exceed one page.
8. The nominee's financial statement – including balance sheets, profits-and-loss statements and financial reports – not exceeding 12 pages, on 8 1/2" x 11" paper- for the last three years.
9. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered.
10. A completed SBA form 2137 form, attached and available at SBA offices.

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<p style="text-align: center;">2011 SMALL BUSINESS EXPORTER OF THE YEAR NOMINATIONS</p>

Criteria for this Award:

Individuals who own and operate a business engaged in exporting may be nominated.

1. Increased sales, profits and/or growth of employment because of exporting. The nomination package must include profit-and-loss statements and balance sheets for the past three years.
2. Creative overseas marketing strategies, with a description of the products exported and markets served.
3. Effective solutions to export related problems.
4. Demonstrated encouragement of other small businesses to export.
5. Voluntary assistance to other small businesses entering the export market.
6. Cooperation with other businesses in the creation of export trading companies and introduction of unique trading relationships, products or services.

All nominees for Small Business Week Awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. The U. S. Small Business Administration's size standards apply in defining a business as small. Consult your nearest SBA district office if you have questions.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business.
2. Completed SBA Forms 3300 and 2137.
3. An original photograph, 5x7 or 8x10.
4. Four to five additional photos of the nominee's company, employees at work
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not to exceed one page
7. A business profile, not to exceed one page.
8. Financial statements of the nominee's business, not to exceed 12 pages, on 8½x11 inch paper – including balance sheets, profit-and-loss statements and financial reports.
9. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered.
10. A description of the products exported and markets served

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<p style="text-align: center;">2011 SBA YOUNG ENTREPRENEUR OF THE YEAR AWARD</p>
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Criteria for this Award:

Individuals who serve as a majority owner and operate or bear principal responsibility for operating a small business with a three-year track record and who will not have reached the age of 30 by June 1, 2011, may be nominated.

1. Evidence of success as measured by sales and profits. The nomination package must include profit-and-loss statements and balance sheets for the past three years.
2. Increased employment opportunities created by the nominee's business.
3. Development or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

All nominees for Small Business Week Awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. The U. S. Small Business Administration's size standards apply in defining a business as small. Consult your nearest SBA district office if you have questions.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business.
2. Completed SBA Forms 3300
3. An original photograph, 5x7 or 8x10.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. A brief biography of nominee, not to exceed one page.
6. A business profile, not to exceed one page.
7. The nominee's financial statements including balance sheets, profit and loss statements and financial reports, not to exceed 12 pages, on 8½x11 inch paper.
8. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered.
9. A completed SBA form 2137 Award Nomination Consent Form.

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<p style="text-align: center;">2011 JEFFREY BUTLAND FAMILY-OWNED BUSINESS OF THE YEAR</p>

Criteria for this Award:

This award honors a family owned and operated business which has been passed on from one generation to another.

The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business with at least 15 year track record. Nominations will be evaluated on the following criteria.

1. Evidence of success as measured by sales and profits. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
2. Increased employment opportunities for family members and non family members for the nominee's business.
3. Demonstrated potential necessary for long-term business success and economic growth.
4. Voluntary efforts to strengthen family owned businesses within the community.

All nominees for Small Business Week Awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. The U. S. Small Business Administration's size standards apply in defining a business as small. Consult your nearest SBA district office if you have questions.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business.
2. Completed SBA Forms 3300 and 2137.
3. An original photograph, 5x7 or 8x10.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. A brief biography of nominee, not to exceed one page.
6. A business profile, not to exceed one page.
7. Financial statements of the nominee's business, not to exceed 12 pages, on 8½x11 inch paper – including balance sheets, profit-and-loss statements and financial reports.
8. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered.

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<p style="text-align: center;">2010</p> <p style="text-align: center;">Small Business Development Center Service Excellence and Innovation Center Award</p>

Criteria for this Award: This award honors the Small Business Development Center (SBDC) Service Centers for their excellence in providing value to small businesses and advancing program delivery and management through innovation.

Who may submit nominations for this award: Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this award. Individuals may not be nominated for more than one award category. The evaluations/selection criterion for this award is as follows: In evaluating the nomination packages, the judges will look at the following criteria:

1. **Delivers Results:** meets or exceeds performance milestones (This is reflected in the center on-site review), i.e. extended engagement clients, new businesses created, capital infusion, client satisfaction, success stories, counseling evaluations, jobs creation/retention
2. **Innovates:** Creates and develops innovative events and/or programs, publications, research materials and online applications to enhance small business awareness and solutions.
3. **Champions:** Advocates for the SBA, SBDC and the small business community
4. **Develops:** Prepares center for success by actively participating with the lead center in the development and execution of the strategic plan and professional development of counselors.

Nominations must be typewritten on one side of 8 ½" x 11" white stationery, collated and secured in a 1 ½" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

To complete a nomination you will need:

1. Cover page with
 - (a) Award for which the nomination is being made (i.e., Small Business Development Center Award)
 - (b) Nominator's name, title, business name, address, phone number and e-mail address.
 - (c) A one paragraph description of nominee's business, profession or occupation.
2. Nomination letter, to include a concise statement of the qualities and performance that merit the award, Not exceeding four pages.
3. A completed background form 3300.
4. Business Person of the Year, a background form is required for each team member
5. An original photograph, 5x7 or 8x10; or digital photo at least 300 dpi
6. Four to five additional photos of the nominee's company and employees at work.
7. A brief biography of nominee, not to exceed one page.
10. A business profile, not to exceed one page.
11. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered
12. A completed SBA form 2137 form and Award Nomination Consent Form attached and available at SBA offices.

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NOVEMBER 12, 2010

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Attention: Shannon Feucht

401 N. Front Street, Suite 200 Columbus, OH 43215614-469-6860, ext. 244

SMALL BUSINESS WEEK

CONSENT FOR DISCLOSURE OF INFORMATION

The undersigned herewith agrees and consents to the disclosure by the Small Business Administration (SBA) of the information in its file concerning his/her nomination for the Small Business Person of the Year, Advocate of the Year, or Special Award winners (Phoenix Award) to those persons chosen by the SBA as judges for these awards.

This consent is given with the understanding that disclosure shall be limited to the information contained in that file, and that no disclosure shall take place after the selection of the Small Business Person of the Year and Advocate and Special Award winners is made.

Signature: _____ Date: _____

SBA Form 3300

Please e-mail Shannon.Feucht@sba.gov for a copy of the SBA Form 3300 to be included in your package.